

Exhibit “N”

From: hyu@libi.edu
Sent: Friday, September 04, 2015 2:03 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Waiver of Health Coverage

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>, wdantiva@libi.edu
Sent:
Fri, 21 Aug 2015 14:26:52 -0400
Subject:
RE: Waiver of Health Coverage

Dear Hazel,

Please allow me to remind you that as a supervisor for the maintenance staff one of your duties is to serve as a liaison between the maintenance department and the administration of the College. Unfortunately, because of a language barrier some communications seems to be misunderstood and your incapacity to convey sensitive information about this matter to your staff have misled this process. As I mentioned in the previous email, (please see below) I stated the following: ***"as a reminder, all employees that work 30 hours or more are eligible for insurance and must be enrolled in our coverage, unless they decide not to do so"***. Simply said, it means they need to enroll in our insurance coverage, unless they decide not to enroll.

Joanne Hsiao, Fiscal Manager / Human Resources Director, verbally, requested you at the beginning of the year to communicate with the maintenance staff to follow up with this matter. As we were reviewing our employees that qualify for insurance and have yet to sign-up or opt out of our insurance coverage, we approached you last week to remind you of this task and follow up with the maintenance employees about this matter. Therefore, your responsibility to make sure they understand this policy was crucial since they do not understand English clearly, and you have been serving as an interpreter. It is of paramount importance that supervisors that deal with employees whose primary language is not English, convey information clearly and precisely – which is a task you have obviously failed, without even showing interest of providing possible solutions or seeking clarification. These types of actions from our front-line supervisors compromise the mission of the College and the administration will not tolerate such behaviors. Consequently, we expect a compromise from you with the institution and we hope you can serve as an outstanding liaison between your department and the administration in the pending matters and the ones to come.

A meeting should be arranged with your department in one-by-one case, so you can reiterate our original position regarding health insurance coverage and ask them if they want to enroll. The Fiscal Manager/ Human Resources Director must be present when you see your employees one-by-one to speak about this matter.

Please speak to me as soon as possible.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

"Don't stop believing"

The mission of the Long Island Business Institute is to provide a culturally diverse student body with current and relevant career and technical training that leads to new employment opportunities. LIBI provides a well-rounded educational experience for the development of a broader range of skill sets required to succeed in today's complex and challenging business environment. LIBI strives to create a positive and empowering learning environment that supports the immediate efforts of our students and lays the foundation for life-long learning.

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Wednesday, August 19, 2015 2:19 PM
To: jhsiao@libi.edu
Cc: jaybar@libi.edu
Subject: Waiver of Health Coverage

Dear Joanne,

I asked the maintenance people to return this form. Nobody gave it back to me. They said that school didn't offer them the health insurance, then they bought Obama Care. They never refuse school's health insurance.

Thanks.

Huan Yu

----- Original Message -----

From:

"Jhonatan Aybar" <jaybar@libi.edu>

To:

hyu@libi.edu

Cc:

"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>

Sent:

Mon, 17 Aug 2015 14:28:58 -0400

Subject:

RE: Waiver in Chinese

Dear Hazel,

Thank you very much for following up with this matter. **As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so.** If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]

Sent: Monday, August 17, 2015 11:33 AM

To: Joanne Hsiao

Cc: Jhonatan Aybar

Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese.
Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: hyu@libi.edu
Sent: Friday, September 04, 2015 2:04 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Waiver in Chinese

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>
Sent:
Mon, 17 Aug 2015 14:28:58 -0400
Subject:
RE: Waiver in Chinese

Dear Hazel,

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Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

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718-939-5100 X111

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Monday, August 17, 2015 11:33 AM
To: Joanne Hsiao
Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese. Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: hyu@libi.edu
Sent: Friday, November 13, 2015 12:10 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: Employee Policies and Procedures

----- Original Message -----

From:
ctchang@libi.edu

To:
hyu@libi.edu
Sent:
Mon, 04 Nov 2013 15:11:14 -0500
Subject:
Fwd: Employee Policies and Procedures

----- Original Message -----

From:
"Monica Foote" <mfoote@libi.edu>

To:
echeung@libi.edu, wchong@libi.edu, sjohnson@libiedu, lzhu@libi.edu, mhouston@libi.edu, nkiregian@libi.edu, aventurino@libi.edu, bjimenez@libi.edu, cjzhang@libi.edu, jhsiao@libi.edu, tfranco@libi.edu, cmarcu@libi.edu, jaybar@libi.edu, fquick@libi.edu, lbenson@libiedu, samw@libi.edu, aarguelles@libi.edu, ctchang@libi.edu
Sent:
Fri, 1 Nov 2013 14:47:57 -0400
Subject:
Employee Policies and Procedures

Dear all,

As you know, supervisors, managers and department heads are expected to be familiar with the information presented in the employee handbook and to be able to respond accurately and impartially to questions regarding policies and procedures.

I want to remind everyone that the policies in the handbook apply to **ALL employees**, including those in supervisory positions. Please be sure you review the employee handbook to help us minimize the number of exceptions we have been making in recent months.

I am counting on this group to set an example of expected behavior, so please do your best not to make requests yourselves that are in violation of the policies we publish.

Thank you in advance for your understanding and anticipated cooperation.

I wish all of you a restful weekend!

Best,

MWF

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From: hyu@libi.edu
Sent: Monday, November 23, 2015 2:42 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: FW: Roaches and roaches and roaches

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
hyu@libi.edu
Sent:
Fri, 25 Sep 2015 11:37:04 -0400
Subject:
FW: Roaches and roaches and roaches

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Jhonatan Aybar [mailto:jaybar@libi.edu]
Sent: Thursday, September 24, 2015 1:38 PM
To: 'William Dantiva'; hyu@libi.edu
Cc: Monica Foote
Subject: FW: Roaches and roaches and roaches
Importance: High

Dear Facility Dept.,

The problem with the roaches seems to have escalated to a upper level of decontrol. The facility management has demonstrated to be incapable of sustaining a welcoming environment in the premises of the College -- floors are dirty, bathrooms are not hygienic, classrooms are not in good conditions for teaching, offices are filthy, and like it was not enough now we have to deal with a plague of roaches because garbage was not handled properly by our maintenance staff.

The level of negligence and careless of your staff is unbearable - and it is affecting every aspect of the operations of the College. Therefore, as supervisors of the maintenance staff you have the responsibility of addressing this behavior through progressive discipline. However, I have taken the liberty of proceeding to address this issue directly and I am making you accountable for delivering this communication to the maintenance staff due to the lack of communication because of language barriers that exist between the janitors and the executive staff.

Consequently, Hazel, I need you to translate a message for the non-English speaking janitors of this progressive discipline action. I have written-up the entire maintenance staff for the following:

(note: Pictures and emails have been recorded to support my statements)

- 1- Insanitation and inappropriate handling of garbage in the premises of the College at Annex Building, which negligence has resulted in a development of a plague of roaches.
- 2- Lack of hygiene in Annex building bathrooms.
- 3- Classrooms are in deplorable conditions: floors are dirty, garbage are all over the place.
- 4- Offices are filthy: we have received complaints from different departments.

I am very confident that you will communicated this effectively to the maintenance staff. This has been recorded in their files.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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-----Original Message-----

From: William Dantiva [<mailto:wdantiva@libi.edu>]
Sent: Thursday, September 24, 2015 11:49 AM
To: leone@libi.edu; jaybar@libi.edu; mfoote@libi.edu
Subject: RE: Roaches and roaches and roaches

Good Morning Mr. Frank,

We all know the problem in the Annex Building with the roaches Pest Control came for the second time last Friday and they sprayed the entire floor. We are working very hard to exterminate them for completely from our building. I ask you please have a little patience I really understand that roaches are very unpleasant for many people personally I hate them so much at this point we are doing the best we just have to wait and believe me I do not like to wait but in this case I don't have any other option, also I want you to know as a note from the Pest Control guys who came on Friday they let me know and they want me to understand very clear that roaches are not easy to kill!!!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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-----Original Message-----

From: fleone@libi.edu [<mailto:fleone@libi.edu>]

Sent: Thursday, September 24, 2015 8:44 AM

To: jaybar@libi.edu; wdantiva@libi.edu; mfoote@libi.edu

Subject: Roaches and roaches and roaches

I kill roaches every morning.

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From: hyu@libi.edu
Sent: Friday, April 01, 2016 3:18 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Flushing Transfer Fair 3/22/16

----- Original Message -----

From:
tortiz@libi.edu

To:
wdantiva@libi.edu, hyu@libi.edu, szheng@libi.edu
Cc:
aventurino@libi.edu, aguo@libi.edu, jgilmore@libi.edu
Sent:
Mon, 21 Mar 2016 11:39:53 -0400
Subject:
Flushing Transfer Fair 3/22/16

Hi!

As a reminder, Flushing will be having its transfer fair tomorrow, **Tuesday March 22nd, 2016 from 11am-1pm**. Rooms 316 and the lounge have been reserved for the 8 schools who have confirmed. Room 312 should be set up for lunch. The rooms should be complete by 9:30am.

Thank you so much for all of your help.

Tishely Ortiz
Coordinator of Career Services
Long Island Business Institute
136-18 39th Ave
Flushing, NY 11354

Long Island Business Institute
Extension Site
408 Broadway, 2nd Floor
New York, NY 10013

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From: hyu@libi.edu
Sent: Wednesday, April 06, 2016 10:57 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: BASEMENT CARDBOARD

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
hyu@libi.edu
Sent:
Wed, 30 Mar 2016 14:00:53 -0400
Subject:
BASEMENT CARDBOARD

Hi Hazel,

As we discuss before, please make sure that will pick up all the cardboard from the basement and put it in the trash today. Thank You!!!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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opportunities. LIBI provides a well-rounded educational experience for the development of a broader range of skill sets required to succeed in today's complex and challenging business environment. LIBI strives to create a positive and empowering learning environment that supports the immediate efforts of our students and lays the foundation for life-long learning.

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From: hyu@libi.edu
Sent: Monday, April 11, 2016 6:39 PM
To: hazelyu0825@hotmail.com
Attachments: Inspection Log.xlsx

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Date	Time	Inspection Location	Findings
4/8/2016	12:00pm	M Building 3rd FL	2 teacher's chair stay on the hallway
	12:10pm	M Building 3rd FL	7 Chairs are not solid
	12:30pm	M Building 5th FL	3 boxed of flyer put on the hallway
	2:30pm	A Building	Floor of both Restrooms were not clean.
	3:30pm	M406	two bulbs don't work
	6:30pm	A Building	some chairs are not solid
4/11/2016	12:00pm	M Building 3rd FL	In women's restroom, hand soap doesn't fit the soap dispense
	12:00pm	M Building 3rd FL&4FL	Locks of the women's restrooms doesn't work.
	2:00pm	A Building	Floor of both Restrooms were not clean.
	7:30pm		

Suggestions	Communications
throw out	4/8 sent email to William & Anna, wait for their decision
	talk to Candice
Mr. Liu checked every chairs on 4/9.	4/11 talked to William
Buy the fitted one	4/11 sent email to William
	4/11 sent email to William

Solution

I moved it into classroom.

4/11 replaced these chairs and throwed broken chairs
--

Candice said that we don't need do anything.
--

MS. Guan cleaned at 3:30pm after she came to school

Asked Mr. Zhou Replaced them

Throw out

MS. Guan cleaned at 3:30pm after she came to school

From: hyu@libi.edu
Sent: Friday, January 22, 2016 11:46 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Waiver of Health Coverage

----- Original Message -----

From:
"Monica Foote" <mfoote@libi.edu>

To:
hyu@libi.edu, wdantiva@libi.edu
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>
Sent:
Thu, 29 Oct 2015 18:46:09 -0400
Subject:
RE: Waiver of Health Coverage

Hazel and William,

Joanne and Jonathan have reported to me that they have not been given any enrollment forms for the maintenance workers; I know you understand that this is the law and it was your responsibility to let the individuals in question know that they need to sign these enrollment forms. Further, as per the e-mail message you received from Jonathan, you were responsible for scheduling one-on-one meetings for the maintenance staff with Ms. Hsiao. My understanding is that these meetings did not occur. I need to find out from you why those meetings did not take place as requested.

Please let me reiterate that you are the institution's liaison between the maintenance staff and the administration and we rely on you to follow through on these requests faithfully and promptly.

Thank you for your anticipated prompt response.

MWF

From: Jhonatan Aybar [mailto:jaybar@libi.edu]
Sent: Thursday, October 29, 2015 6:19 PM
To: Monica Foote
Subject: FW: Waiver of Health Coverage
Importance: High

From: Jhonatan Aybar [<mailto:jaybar@libi.edu>]
Sent: Friday, August 21, 2015 2:27 PM
To: 'hyu@libi.edu'
Cc: Monica Foote; Joanne Hsiao; 'wdantiva@libi.edu'
Subject: RE: Waiver of Health Coverage
Importance: High

Dear Hazel,

Please allow me to remind you that as a supervisor for the maintenance staff one of your duties is to serve as a liaison between the maintenance department and the administration of the College. Unfortunately, because of a language barrier some communications seems to be misunderstood and your incapacity to convey sensitive information about this matter to your staff have misled this process. As I mentioned in the previous email, (please see below) I stated the following: ***“as a reminder, all employees that work 30 hours or more are eligible for insurance and must be enrolled in our coverage, unless they decide not to do so”.*** Simply said, it means they need to enroll in our insurance coverage, unless they decide not to enroll.

Joanne Hsiao, Fiscal Manager / Human Resources Director, verbally, requested you at the beginning of the year to communicate with the maintenance staff to follow up with this matter. As we were reviewing our employees that qualify for insurance and have yet to sign-up or opt out of our insurance coverage, we approached you last week to remind you of this task and follow up with the maintenance employees about this matter. Therefore, your responsibility to make sure they understand this policy was crucial since they do not understand English clearly, and you have been serving as an interpreter. It is of paramount importance that supervisors that deal with employees whose primary language is not English, convey information clearly and precisely – which is a task you have obviously failed, without even showing interest of providing possible solutions or seeking clarification. These types of actions from our front-line supervisors compromise the mission of the College and the administration will not tolerate such behaviors. Consequently, we expect a compromise from you with the institution and we hope you can serve as an outstanding liaison between your department and the administration in the pending matters and the ones to come.

A meeting should be arranged with your department in one-by-one case, so you can reiterate our original position regarding health insurance coverage and ask them if they want to enroll. The Fiscal Manager/ Human Resources Director must be present when you see your employees one-by-one to speak about this matter.

Please speak to me as soon as possible.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

"Don't stop believing"

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]
Sent: Wednesday, August 19, 2015 2:19 PM
To: jhsiao@libi.edu
Cc: jaybar@libi.edu
Subject: Waiver of Health Coverage

Dear Joanne,

I asked the maintenance people to return this form. Nobody gave it back to me. They said that school didn't offer them the health insurance, then they bought Obama Care. They never refuse school's health insurance.

Thanks.

Huan Yu

----- Original Message -----

From:

"Jhonatan Aybar" <jaybar@libi.edu>

To:

hyu@libi.edu

Cc:

"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>

Sent:

Mon, 17 Aug 2015 14:28:58 -0400

Subject:

RE: Waiver in Chinese

Dear Hazel,

|

Thank you very much for following up with this matter. **As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so.** If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]
Sent: Monday, August 17, 2015 11:33 AM
To: Joanne Hsiao
Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese. Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: hyu@libi.edu
Sent: Friday, January 22, 2016 11:47 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: FW: Bugs in the Advising Office

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"William Dantiva" <wdantiva@libi.edu>
Sent:
Wed, 14 Oct 2015 18:18:36 -0400
Subject:
RE: FW: Bugs in the Advising Office

Hello Hazel,

Statement of the problem in write-up for employees must be detailed and specific, and moreover, should not expose employees that have submitted a complaint in order to avoid further confrontations among our employees. Write-ups must be handled professionally and with ethic.

Apparently, we will have to provide you with some training to improve your skills handling progressive discipline issues. Please see and use the statement of the problem highlighted in yellow below.

Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance.)

02:00 PM, October 6, 2015. The Executive Assistant to President Mr. Aybar complained that a piece of biscuit has been there under his desk for three weeks since nobody has come over to clean. Mr. Aybar also showed the picture of biscuit.

01:54 PM, same day, Ms. Lauren Moxom mentioned in an email to Mr. Aybar that a bug-alike insect has been found in her cubicle at Student Success Center office (M506).

5:00 PM same day, Mr. Li Zhu said with a picture a roach was found in the microwave at Student Success Center office (M506).

The facility management department has been receiving complaints about cleanliness issues in the administrative offices located in the 5th floor of the main building, Flushing Campus. These locations have been assigned to you as a maintenance staff member of the institution. It is your responsibility to maintain clean this area and optimum conditions for the normal operations of the College.

The complaint stated the following and have been submitted along with pictures and independent witnesses statements:

- Residues of food have been found in the floor of the Executive Assistant to the President's office.
- Staff members have complained about roaches/bugs in the desks of the Student Success Center.
- A roach was found in the microwave located in the Student Success Center.

It is noticeable that the floors, desks, and tables have not been cleaned properly. This issue has leave place for insects to rise out of the dirt and residues of food left in the floors. Your poor job performance is an issue and must be addressed immediately. Your job duties are specifically to clean the area that has been assigned to you. This is a health issue and we are not tolerating this problem. The offices must been cleaned properly and failure to meet the standards requirements will result in further disciplinary actions.

From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Saturday, October 10, 2015 12:00 AM
To: Jhonatan Aybar
Subject: Re: FW: Bugs in the Advising Office

Hello Jhonatan,

The information in the aforementioned email has been added. Please send me your confirmation. Thanks.

Again thank you.

Hazel

----- Original Message -----

From:

"Jhonatan Aybar" <jaybar@libi.edu>

To:

<hyu@libi.edu>

Cc:

"William Dantiva" <wdantiva@libi.edu>

Sent:

Fri, 9 Oct 2015 11:51:16 -0400

Subject:

FW: Bugs in the Advising Office

Hi Hazel,

Please include this in the write-up as well.

Thanks.

From: Lauren Moxom [<mailto:lmoxom@libi.edu>]

Sent: Tuesday, October 06, 2015 1:54 PM

To: 'Jhonatan Aybar'

Subject: Bugs in the Advising Office

Hello,

Over the last couple of weeks I've noticed bugs on and around my cubicle. I cannot specify as to what kind of bugs they are, but what I can't tell you I've been consistently seeing them. If there anyway we can fix this issue?

Warm Regards,

Lauren Moxom

Student Success Advisor and Disability Support Service Coordinator

Long Island Business Institute

136-18 39th Avenue

Flushing, New York 11354

Phone #: 718-939-5100 (EXT) 139

lmoxom@libi.edu

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The Long Island Business Institute Equal Employment Opportunity and Nondiscrimination Policy:

The Long Island Business Institute does not discriminate against or permit harassment of employees or applicants for employment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest record, or any other legally protected status.

All personnel actions taken by the Long Island Business Institute, including but not limited to those relating to recruitment, hiring, promotions, compensation, benefits, transfers, layoffs, return from layoffs, training, education, and tuition assistance are based on the principle of equal employment opportunity.

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From: hyu@libi.edu
Sent: Friday, January 22, 2016 11:48 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: disciplinary notice

----- Original Message -----

From:
jaybar@libi.edu

To:
hyu@libi.edu
Sent:
Wed, 07 Oct 2015 17:04:42 -0400
Subject:

Re: disciplinary notice
Please a piece describing the plague of roaches. This has been product of not enough hygiene in our premises. We have received pictures of roaches in the Student success Center and in the microwave.

----- Original Message -----

From:
hyu@libi.edu

To:
<jaybar@libi.edu>
Cc:

Sent:
Wed, 07 Oct 2015 10:35:09 -0400
Subject:
disciplinary notice

Hi Jhonatan,

I finished filling out the disciplinary notice for Mr.Zhou and Ms.You. Please confirm it. If there is no problem, I will give them to sign it.

Thanks.

Hazel Yu

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From: hyu@libi.edu
Sent: Friday, January 22, 2016 11:48 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: HR166 Discipline - Disciplinary Notice
Attachments: HR166 Discipline - Disciplinary Notice.docx

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu, "William Dantiva" <wdantiva@libi.edu>
Cc:
"Monica Foote" <mfoote@libi.edu>, echeung@libi.edu
Sent:
Tue, 6 Oct 2015 14:08:22 -0400
Subject:
HR166 Discipline - Disciplinary Notice

Dear Hazel,

As per our conversation, you are proceeding to write-up the people responsible for cleaning the offices of the 5th floor. We have received complaints of staff about having roaches/buds in their workstations. Also, I have seen residues of foods (piece of a cookie) under my desk for the last 3 weeks. Please correct this behavior and make sure the clean properly the premises. This continuous negligence by the maintenance staff is escalating to a point that is damaging the College image and affecting our operations to unmeasurable extends.

We have also been receiving complaints about roaches in the Annex building. We need to address the maintenance staff in the Annex building as well. Please once you finish with this case, let's write up those responsible for Annex building cleanliness.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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**LONG ISLAND
BUSINESS INSTITUTE**

Form: HR166 ☒ Flushing ☐ Manhattan ☐ Commack

Disciplinary Notice

cc: Personnel Folder

Discipline: Disciplinary Notice

Employee:

Department:

Steps:

☒ Informal Warning

☐ Formal Warning

☐ Final Warning

☐ Dismissal

1. Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance.)

2. Prior discussion or warnings on this subject: (oral, written, dates.)

3. Statement of company policy on this subject:

4. Summary of corrective action to be taken: (Include dates for improvement and plans for follow-up.)

5. Consequences of failure to improve performance or corrective behavior:

6. Employee comments:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Distribution: One copy to Employee, one copy to Supervisor and original copy to Personnel File.

From: hyu@libi.edu
Sent: Friday, January 22, 2016 11:49 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: FW: Roaches and roaches and roaches

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
"William Dantiva" <wdantiva@libi.edu>, hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>
Sent:
Thu, 24 Sep 2015 13:38:06 -0400
Subject:
FW: Roaches and roaches and roaches

Dear Facility Dept.,

The problem with the roaches seems to have escalated to a upper level of decontrol. The facility management has demonstrated to be incapable of sustaining a welcoming environment in the premises of the College -- floors are dirty, bathrooms are not hygienic, classrooms are not in good conditions for teaching, offices are filthy, and like it was not enough now we have to deal with a plague of roaches because garbage was not handled properly by our maintenance staff.

The level of negligence and careless of your staff is unbearable - and it is affecting every aspect of the operations of the College. Therefore, as supervisors of the maintenance staff you have the responsibility of addressing this behavior through progressive discipline. However, I have taken the liberty of proceeding to address this issue directly and I am making you accountable for delivering this communication to the maintenance staff due to the lack of communication because of language barriers that exist between the janitors and the executive staff.

Consequently, Hazel, I need you to translate a massage for the non-English speaking janitors of this progressive discipline action. I have written-up the entire maintenance staff for the following:

(note: Pictures and emails have been recorded to support my statements)

- 1- Insanitation and inappropriate handling of garbage in the premises of the College at Annex Building, which negligence has resulted in a development of a plague of roaches.
- 2- Lack of hygiene in Annex building bathrooms.
- 3- Classrooms are in deplorable conditions: floors are dirty, garbage are all over the place.
- 4- Offices are filthy: we have received complaints from different departments.

I am very confident that you will communicated this effectively to the maintenance staff. This has been recorded in their files.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

"Don't stop believing"

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-----Original Message-----

From: William Dantiva [<mailto:wdantiva@libi.edu>]
Sent: Thursday, September 24, 2015 11:49 AM
To: fleone@libi.edu; jaybar@libi.edu; mfoote@libi.edu
Subject: RE: Roaches and roaches and roaches

Good Morning Mr. Frank,

We all know the problem in the Annex Building with the roaches Pest Control came for the second time last Friday and they sprayed the entire floor. We are working very hard to exterminate them for completely from our building. I ask you please have a little patience I really understand that roaches are very unpleasant for many people personally I hate them so much at this point we are doing the best we just have to wait and believe me I do not like to wait but in this case I don't have any other option, also I want you to know as a note from the Pest Control guys who came on Friday they let me know and they want me to understand very clear that roaches are not easy to kill!!!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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-----Original Message-----

From: fleone@libi.edu [<mailto:fleone@libi.edu>]

Sent: Thursday, September 24, 2015 8:44 AM

To: jaybar@libi.edu; wdantiva@libi.edu; mfoote@libi.edu

Subject: Roaches and roaches and roaches

I kill roaches every morning.

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From: hyu@libi.edu
Sent: Friday, January 22, 2016 11:50 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Waiver of Health Coverage

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>, wdantiva@libi.edu
Sent:
Fri, 21 Aug 2015 14:26:52 -0400
Subject:
RE: Waiver of Health Coverage

Dear Hazel,

Please allow me to remind you that as a supervisor for the maintenance staff one of your duties is to serve as a liaison between the maintenance department and the administration of the College. Unfortunately, because of a language barrier some communications seems to be misunderstood and your incapacity to convey sensitive information about this matter to your staff have misled this process. As I mentioned in the previous email, (please see below) I stated the following: ***"as a reminder, all employees that work 30 hours or more are eligible for insurance and must be enrolled in our coverage, unless they decide not to do so"***. Simply said, it means they need to enroll in our insurance coverage, unless they decide not to enroll.

Joanne Hsiao, Fiscal Manager / Human Resources Director, verbally, requested you at the beginning of the year to communicate with the maintenance staff to follow up with this matter. As we were reviewing our employees that qualify for insurance and have yet to sign-up or opt out of our insurance coverage, we approached you last week to remind you of this task and follow up with the maintenance employees about this matter. Therefore, your responsibility to make sure they understand this policy was crucial since they do not understand English clearly, and you have been serving as an interpreter. It is of paramount importance that supervisors that deal with employees whose primary language is not English, convey information clearly and precisely – which is a task you have obviously failed, without even showing interest of providing possible solutions or seeking clarification. These types of actions from our front-line supervisors compromise the mission of the College and the administration will not tolerate such behaviors. Consequently, we expect a compromise from you with the institution and we hope you can serve as an outstanding liaison between your department and the administration in the pending matters and the ones to come.

A meeting should be arranged with your department in one-by-one case, so you can reiterate our original position regarding health insurance coverage and ask them if they want to enroll. The Fiscal Manager/ Human Resources Director must be present when you see your employees one-by-one to speak about this matter.

Please speak to me as soon as possible.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Wednesday, August 19, 2015 2:19 PM
To: jhsiao@libi.edu
Cc: jaybar@libi.edu
Subject: Waiver of Health Coverage

Dear Joanne,

I asked the maintenance people to return this form. Nobody gave it back to me. They said that school didn't offer them the health insurance, then they bought Obama Care. They never refuse school's health insurance.

Thanks.

Huan Yu

----- Original Message -----

From:

"Jhonatan Aybar" <jaybar@libi.edu>

To:

hyu@libi.edu

Cc:

"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>

Sent:

Mon, 17 Aug 2015 14:28:58 -0400

Subject:

RE: Waiver in Chinese

Dear Hazel,

Thank you very much for following up with this matter. **As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so.** If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]

Sent: Monday, August 17, 2015 11:33 AM

To: Joanne Hsiao

Cc: Jhonatan Aybar

Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese.
Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: hyu@libi.edu
Sent: Friday, January 22, 2016 11:50 AM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Waiver in Chinese

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>
Sent:
Mon, 17 Aug 2015 14:28:58 -0400
Subject:
RE: Waiver in Chinese

Dear Hazel,

Thank you very much for following up with this matter. As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so. If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Monday, August 17, 2015 11:33 AM
To: Joanne Hsiao
Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese. Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: Hazel <hyu@libi.edu>
Sent: Monday, May 23, 2016 11:33 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: Fwd: Wednesday 18

----- Original Message -----

From:
"Hazel" <hyu@libi.edu>

To:
"aventurino" <aventurino@libi.edu>
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>, sjohnson@libi.edu, wdantiva@libi.edu
Sent:
Mon, 23 May 2016 23:32:13 -0400
Subject:
Re: Fwd: Wednesday 18

Dear Ms. Anna Venturino,

It is because of shortage of staff on Wednesday, I was doing everything of cleaning, maintenance, and others both in Main building and Annex building. I usually go out for dinner around 05:00 p.m. but delayed until 05:30 p.m. simply because I have no chance to leave. It was so busy for the whole day going back and forth between two buildings and many many rooms. Before I left for dinner, I actually filled in full the papers in M308 printer and kept the door open.

On Wednesday, before I came in to work William had left for nowhere. When I power on my computer, he said in email that he had gone out of campus and would be back later. I double checked your email and found that you had asked him to follow the schedule of 01:30 p.m. to 10:30 p.m.. However, before I left at 05:30 p.m., William still was not back. Then I thought of last Tuesday (05/17/16) he said to me he would be back to LIBI Flushing campus around 6:00 p.m.. I think he should have arranged the filling of schedule gaps, not only because he was possibly not be able to fulfill the job tasks for whatever reason, but also because the whole department has been long time in short of staff.

On Wednesday (05/18/16) I came back from dinner exactly 06:30 p.m. and found my keys missing. A couple of students witnessed Jhonatan was talking with Marcellus around 06:15 p.m. nearby the room M308. Therefore, it was not true that Jhonatan said he opened the door of M308 on 06:35 p.m. In addition, when I came back to my room M401 exactly 06:30 p.m., M405 actually was orderly in class. If Jhonatan returned to room M401 after he opened the room M308 on 06:35 p.m., he was supposed to put keys back on my desk. In the matter of fact, I did not see him at that time when I was back on 06:30 p.m.

If it comes to an issue of student financial aid, why didn't Jhonatan ask Joe to open the room of M308 directly since Joe was in office and Jhonatan saw him on campus at that moment? It is common practice at LIBI that IT guys are always holding all the keys to computer rooms. By the way, room M405 was previously taken as computer classroom, to which Mr. Torres also has the access.

Please let me know if you have any other questions.

Huan Yu

----- Original Message -----

From:
"aventurino" <aventurino@libi.edu>

To:
"Hazel" <hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>, <sjohnson@libi.edu>, <wdantiva@libi.edu>

Sent:

Mon, 23 May 2016 10:20:28 -0400

Subject:

Fwd: Wednesday 18

Dear Hazel,

Please see the below email. On Tuesday, May 17th I sent you an email which you acknowledged stating that we will have no evening maintenance and that William and yourself will have to assume their responsibilities. Can you explain why the classrooms were not opened for the evening sessions? Please understand that if students are short contact hours it can affect their financial aid. This puts academics in a dilemma since students missed 30 minutes of classes. Please advise.

Thank you,

Anna Venturino

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Jhonatan Aybar <jaybar@libi.edu>

Date: 5/23/16 9:52 AM (GMT-05:00)

To: aventurino@libi.edu

Cc: Stacey Johnson <sjohnson@libi.edu>

Subject: Wednesday 18

Dear Anna,

On Wednesday, May 18, while I was covering the front desk, Professor Marcellus called to inform us that room M308 was locked. He said that he searched around the campus to find someone to open the room, but he was not successful. I proceeded to call Hazel Yu, but she did not answer. Therefore, I went to look for her in her office, but she was not there, neither in the nearby areas. As a result, I opened her office and took the master keys and went to open room M308 around 6:35 pm – please have in consideration that that class session starts at 6:10 pm. Also, when I returned to Hazel office, I saw a group of students outside of room M405 (also locked) so I proceeded to open it.

Furthermore, I gave the keys to Joe Torres so he could go around and see what other classrooms needed to be opened. These type of inconveniences affect directly the student learning outcome. Please address this situation.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:05 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: refrigerator in Annex Building

----- Original Message -----

From:
"Libi" <wdantiva@libi.edu>

To:
"Hazel" <hyu@libi.edu>
Sent:
Fri, 13 May 2016 19:12:31 -0400
Subject:
Re: refrigerator in Annex Building
Hazel,

Please tell them not to clean the refrigerators tomorrow ok.

William Dantiva
Thanks and Regards.

Sent from my iPhone

On May 13, 2016, at 5:29 PM, Hazel <hyu@libi.edu> wrote:

OK. I got it.

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"Hazel" <hyu@libi.edu>
Cc:

Sent:
Fri, 13 May 2016 17:27:03 -0400
Subject:
RE: refrigerator in Annex Building

Hi Hazel,

Yes they can throw everything in the garbage.

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Hazel [<mailto:hyu@libi.edu>]
Sent: Friday, May 13, 2016 12:58 PM
To: William Dantiva
Subject: RE: refrigerator in Annex Building

I want to confirm if we can throw out all remaining food in both refrigerators tonight.

----- Original Message -----

From:

"William Dantiva" <wdantiva@libi.edu>

To:

"Hazel" <hyu@libi.edu>

Cc:

"Anna Venturino" <aventurino@libi.edu>

Sent:

Fri, 13 May 2016 12:20:06 -0400

Subject:

RE: refrigerator in Annex Building

Hi Hazel,

Ok noted, please note that we also need to clean the refrigerator on the 5 Floor Main building.

Thank you!!!!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Hazel [<mailto:hyu@libi.edu>]
Sent: Thursday, May 12, 2016 3:53 PM
To: wdantiva@libi.edu
Cc: Anna Venturino
Subject: refrigerator in Annex Building

Hi William,

I found the refrigerator is smell bad in Annex Building Faculty Room. Could you send email to all faculties to tell them to take away their foods? We will clean this refrigerator on this Saturday.

Thanks.

Hazel Yu

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:05 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: supplies order

----- Original Message -----

From:
"Hazel" <hyu@libi.edu>

To:
"William Dantiva" <wdantiva@libi.edu>
Sent:
Fri, 27 May 2016 12:52:20 -0400
Subject:
RE: supplies order
Hi William,

I don't know the quantity that you ordered. I received the following items yesterday afternoon.

1. Wipes; 4packs
2. Name Badge label: 4packs
3. A-Z dividers; 3Sets
4. Pencil Sharpener: 1

Thanks

Hazel Yu

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"Hazel" <hyu@libi.edu>
Cc:

Sent:
Fri, 27 May 2016 12:48:09 -0400
Subject:
RE: supplies order

Hi Hazel,

Did you receive everything as you request from Staples and Borax?

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Hazel [mailto:hyu@libi.edu]
Sent: Tuesday, May 24, 2016 1:07 PM
To: wdantiva@libi.edu
Subject: supplies order

Hi William,

We need order:

1. Bath Tissue
2. Wipes
3. Hand Towel
4. Pencil Sharpener: 1
5. Name Badge Label: 4Boxes
6. Divider A-Z: 3Sets
7. 13G Trash Bag
8. Glove

Thanks.

Hazel Yu

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:06 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: payroll report
Attachments: Gard & Cleaning.xlsx

----- Original Message -----

From:
"Hazel" <hyu@libi.edu>

To:
"Libi" <wdantiva@libi.edu>
Sent:
Tue, 24 May 2016 11:16:53 -0400
Subject:
Re: payroll report

Hi William,

According to the decision you told me, I adjusted the payroll report. Please see the attachment.

Thanks.

Hazel Yu

----- Original Message -----

From:
"Libi" <wdantiva@libi.edu>

To:
"Hazel" <hyu@libi.edu>
Cc:
<gaoki@libi.edu>
Sent:
Mon, 23 May 2016 19:15:18 -0400
Subject:
Re: payroll report

Hi Hazel,

I need you to revise the schedule of hours last week of the three employees who took free time on Wednesday 18th visiting the lawyer.

William Dantiva
Thanks and Regards.

Sent from my iPhone

On May 23, 2016, at 2:05 PM, Hazel <hyu@libi.edu> wrote:

Hi William,

Attachment is last two weeks payroll report. Please check it.

Thanks.

Hazel Yu

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<Gard & Cleaning.xlsx>

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GARD & CLEANING

	5/09/-5/15/2016	5/16-5/22/2016	Total(H)
Guan, Chun Lan	35	28	63
Liu, Qi Huai	28	24	52
You, Shu Hui	35	35	70
Yu, Huan	40	40	80
Zhou, Hui De	32.5	26	58.5
Zhou, Lan Feng	35	35	70

[illegible]

From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:07 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: supplies order

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"Hazel" <hyu@libi.edu>
Sent:
Wed, 11 May 2016 12:19:19 -0400
Subject:
RE: supplies order

Hi Hazel,

I order all the supplies as you request.

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Hazel [mailto:hyu@libi.edu]
Sent: Monday, May 09, 2016 7:02 PM
To: wdantiva@libi.edu
Subject: supplies order

Hi William,

We need order:

1. Fastener Folder- Brown: 1Box
2. 9*12" Envelopes: 1Box
3. #10 White Envelopes: 1Box
4. Package Tape: 2Packs
5. Tape-Small: 2Packs
6. Paper Clip-jumbo: 2Packs
7. Glue Stick: 1Pack
8. Glove: 3Boxes
- Chalk: 12boxes
9. 13G Trash Bag: 2Boxes

ThThanks.

HuHuan Yu

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:07 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: refrigerator in Annex Building

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"Hazel" <hyu@libi.edu>
Sent:
Fri, 13 May 2016 17:27:03 -0400
Subject:
RE: refrigerator in Annex Building

Hi Hazel,

Yes they can throw everything in the garbage.

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Hazel [mailto:hyu@libi.edu]
Sent: Friday, May 13, 2016 12:58 PM
To: William Dantiva
Subject: RE: refrigerator in Annex Building

I want to confirm if we can throw out all remaining food in both refrigerators tonight.

----- Original Message -----

From:

"William Dantiva" <wdantiva@libi.edu>

To:

"Hazel" <hyu@libi.edu>

Cc:

"Anna Venturino" <aventurino@libi.edu>

Sent:

Fri, 13 May 2016 12:20:06 -0400

Subject:

RE: refrigerator in Annex Building

Hi Hazel,

Ok noted, please note that we also need to clean the refrigerator on the 5 Floor Main building.

Thank you!!!!

William Dantiva.

Facility Manager.

Long Island Business Institute.

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From: Hazel [<mailto:hyu@libi.edu>]
Sent: Thursday, May 12, 2016 3:53 PM
To: wdantiva@libi.edu

Cc: Anna Venturino

Subject: refrigerator in Annex Building

Hi William,

I found the refrigerator is smell bad in Annex Building Faculty Room. Could you send email to all faculties to tell them to take away their foods? We will clean this refrigerator on this Saturday.

Thanks.

Hazel Yu

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:08 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Time-off Request

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
"William Dantiva" <wdantiva@libi.edu>, kbrotherson@libi.edu, Jlin@libi.edu, "Connie Zheng" <szheng@libi.edu>, hyu@libi.edu, aarguelles@libi.edu, "Joanne Hsiao" <jhsiao@libi.edu>, lli@libi.edu, ccrimi@libi.edu, jgilmore@libi.edu, tortiz@libi.edu
Cc:
"Stacey Johnson" <sjohnson@libi.edu>, aventurino@libi.edu, "Monica Foote" <mfoote@libi.edu>, lzhu@libi.edu
Sent:
Fri, 13 May 2016 17:42:11 -0400
Subject:
Time-off Request

Dear managers and supervisors,

Please remember that as instructed in the form HR100, all employees must submit their time-off requests to their direct supervisor, who will pre-approve and forward the request to the director that oversees the department: "Complete this form at least 2 weeks in advance to request time off for doctor visits, personal business, and vacation. **Submit this form to your direct supervisor.** He/she will pre-approve and then forward it to the Dean for final approval." - (HR100 Form – 2012).

Employees that brings HR100 forms to the general administration and/or payroll offices, will be instructed to submit this form to you directly. Recently, a few employees have been bringing their time-off request forms to my office or the payroll office without your signatures. In some occasions, to avoid some time constraints for the employees, I took care of the forms and forward it to you. Nevertheless, this practice **MUST** stop, and policies have to be followed. As supervisors and managers in the front line, it is your responsibility to make sure that your employees understand this procedure.

Thank you very much for your attention – have a great weekend!

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

"Don't stop believing"

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:08 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: Time-off request

----- Original Message -----

From:
"aventurino" <aventurino@libi.edu>

To:
hyu@libi.edu
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>
Sent:
Fri, 13 May 2016 18:27:03 -0400
Subject:
Fwd: Time-off request

Dear Hazel,

Why are the maintenance staff going to Mr. Aybar to sign off on their time off? You are their direct supervisor so therefore you are the one who can determine the needs of your department, not Mr. Aybar. My understanding is in the past you and Pier Chang would sign off on these requests so I am confused why you would now deviate from this practice. In the future please have the maintenance staff turn in these forms to you for approval.

Thank you,

Anna Venturino
Executive Director of Academic Operations and Student Services

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Jhonatan Aybar <jaybar@libi.edu>
Date: 5/13/16 5:48 PM (GMT-05:00)
To: aventurino@libi.edu
Subject: Time-off request

Dear Anna,

During the past 10 days I have received two maintenance employees in my office trying to get their time-off request forms approved by me. I do not understand what have caused this misunderstanding since the form clearly explains that it MUST be submitted to their direct supervisor, in this case Hazel Yu.

Could you please address this misunderstanding at your earliest convenience? Thank you very much for your help!

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:09 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: Fwd: Time-off request

----- Original Message -----

From:
"Hazel" <hyu@libi.edu>

To:
"aventurino" <aventurino@libi.edu>
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>
Sent:
Fri, 13 May 2016 18:42:40 -0400
Subject:
Re: Fwd: Time-off request

Dear Anna,

I have never approved any maintenance staffs' time off request. They were always approved and signed by Pier Chang and William Dantiva. You can check all time-off request forms. I was not given this power and nobody told me that I have this power before.

Thanks.

Hazel Yu

----- Original Message -----

From:
"aventurino" <aventurino@libi.edu>

To:
<hyu@libi.edu>
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>
Sent:
Fri, 13 May 2016 18:27:03 -0400
Subject:
Fwd: Time-off request

Dear Hazel,

Why are the maintenance staff going to Mr. Aybar to sign off on their time off? You are their direct supervisor so therefore you are the one who can determine the needs of your department, not Mr. Aybar. My understanding is in the past you and Pier Chang would sign off on these requests so I am confused why you would now deviate from this practice. In the future please have the maintenance staff turn in these forms to you for approval.

Thank you,

Anna Venturino
Executive Director of Academic Operations and Student Services

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Jhonatan Aybar <jaybar@libi.edu>
Date: 5/13/16 5:48 PM (GMT-05:00)
To: aventurino@libi.edu
Subject: Time-off request

Dear Anna,

During the past 10 days I have received two maintenance employees in my office trying to get their time-off request forms approved by me. I do not understand what have caused this misunderstanding since the form clearly explains that it MUST be submitted to their direct supervisor, in this case Hazel Yu.

Could you please address this misunderstanding at your earliest convenience? Thank you very much for your help!

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:10 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Repair Affairs & cups shortage

----- Original Message -----

From:
"Hazel" <hyu@libi.edu>

To:
wdantiva@libi.edu
Cc:
"Anna Venturino" <aventurino@libi.edu>
Sent:
Fri, 20 May 2016 13:40:44 -0400
Subject:
Repair Affairs & cups shortage
Hi William,

I report to you some problems as follows:

1. Water of sink flows very slowly in Annex Building women's restroom.
2. One light doesn't work in M410. It is the problem of its ballast.
3. I found the shortage of cups in main building storage room. Do you give the cups to anyone recently? If yes, please make up a supply request form.

Thanks.

Hazel Yu

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Code of 1986,as amended, or (2) promoting, marketing or recommending any tax transaction or matter addressed herein (including attachments).

From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:10 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Inspection Log & Inventory Report
Attachments: Inspection Log5.16-5.20.2016.xlsx; Inventory Report5.9-5.20.2016.xlsx

----- Original Message -----

From:
"Hazel" <hyu@libi.edu>

To:
"Anna Venturino" <aventurino@libi.edu>
Sent:
Fri, 20 May 2016 19:55:23 -0400
Subject:
Inspection Log & Inventory Report
Dear Anna,

Attachments are inspection log and inventory report. Please check them.

Thanks.

Hazel Yu

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Date	Time	Inspection Location
5/16/2016	12:00am	3rd FI &4th FI & 5th FL
	12:30m	A Building
	3:30pm	A Building
	4:30pm	3rd FI &4th FI & 5th FL
	7:30pm	Both Buildings
5/17/2016	1:00m	A Building
	1:30pm	3rd FI &4th FI & 5th FL
	4:30m	A Building
	5:00pm	3rd FI &4th FI & 5th FL
	7:30pm	Both Buildings
5/18/2016	1:00pm	A Building
	1:30pm	3rd FI &4th FI & 5th FL
	3:00pm	A Building
	4:00pm-10:00pm	Both Buildings
5/19/2016	12:30m	A Building
	1:30pm	3rd FI &4th FI & 5th FL
	4:00m	A Building
	5:00pm	3rd FI &4th FI & 5th FL
	7:30pm	Both Buildings
5/20/2016	12:30m	3rd FI &4th FI & 5th FL
	1:30pm	A Building
	4:00m	A Building

	5:00pm	3rd Fl & 4th Fl & 5th FL
	7:40pm	Both Buildings

Findings	Communications
Water of sink flows very slowly in Annex Building women's restroom.	Send email to William.
One light doesn't work in M410.	Send email to William.
i found the shortage of cups in main building storage room.	Send email to William.

[illegible]

Department	Transaction Item	Transaction Type	Quantity
Department	Transaction Item	Transaction Type	Quantity
Facility Department	ID Lanyard	Addition	1000
Facility Department	Tape-Big	Addition	12
Facility Department	Paper Clip- Jumbo	Addition	20
Facility Department	Tape-Small	Addition	24
Facility Department	Glue	Addition	18
Facility Department	Glove	Addition	3
Facility Department	Chalk	Addition	12
Facility Department	Envelope-9*12"	Addition	250
Facility Department	Envelope-#10 White	Addition	500
Facility Department	13G Trash Bag	Addition	4
Facility Department	Fastener Folder-Brown	Addition	50
Front Desk	Copy Paper	Removal	20
Front Desk	Pen	Removal	24
Front Desk	Post-it- Big	Removal	3
Front Desk	Paper Clip-Regular	Removal	3
Front Desk	ID Lanyard	Removal	50
Facility Department	Envelopes-LIBI	Addition	2500
Register Department	Envelopes-LIBI	Removal	500
Register Department	Label-Mailing	Removal	10
Front Desk	Post-it- Big	Removal	6
Front Desk	Pen	Removal	12
Front Desk	Highlighter	Removal	3
Front Desk	Stapler	Removal	1
Front Desk	Tape-Small	Removal	2
Front Desk	Wite-out	Removal	2
Front Desk	Copy Paper	Removal	20
Academic Success Center	Binder 2"	Removal	2
IT Department	Wipe	Removal	1
Academics	Copy Paper	Removal	10
Library	Copy Paper	Removal	3
Library	Staples	Removal	2
Academics	Marker	Removal	2
Front Desk	Name Badge Label	Removal	2
Career Services	Tape-Small	Removal	2
Career Services	Glue	Removal	1
Computer Labs	Copy Paper	Removal	17
Facility Department	Bath Tissue	Removal	9
Facility Department	Hand Towel	Removal	1
Facility Department	13G Trash Bag	Removal	4
Facility Department	Black Trash Bag	Removal	2
Facility Department	Clorox Clean-up	Removal	1
Facility Department	Hand Soap	Removal	2
Facility Department	Disinfectant Spray	Removal	6
Facility Department	Glove	Removal	1
Facility Department	Wipe	Removal	8

Facility Department	Windex	Removal	1
Facility Department	Toilet Bowl Cleaner- Clorox	Removal	4
Facility Department	Floor Cleaner-Pine Sol	Removal	4
Facility Department	Clorox Bleach	Removal	3
Facility Department	Hand Sanitizer	Removal	4

[illegible]

20-May-16
20-May-16
20-May-16
20-May-16
20-May-16

From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:11 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: Fwd: Wednesday 18

----- Original Message -----

From:
"Hazel" <hyu@libi.edu>

To:
"aventurino" <aventurino@libi.edu>
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>, sjohnson@libi.edu, wdantiva@libi.edu
Sent:
Mon, 23 May 2016 23:32:13 -0400
Subject:
Re: Fwd: Wednesday 18

Dear Ms. Anna Venturino,

It is because of shortage of staff on Wednesday, I was doing everything of cleaning, maintenance, and others both in Main building and Annex building. I usually go out for dinner around 05:00 p.m. but delayed until 05:30 p.m. simply because I have no chance to leave. It was so busy for the whole day going back and forth between two buildings and many many rooms. Before I left for dinner, I actually filled in full the papers in M308 printer and kept the door open.

On Wednesday, before I came in to work William had left for nowhere. When I power on my computer, he said in email that he had gone out of campus and would be back later. I double checked your email and found that you had asked him to follow the schedule of 01:30 p.m. to 10:30 p.m.. However, before I left at 05:30 p.m., William still was not back. Then I thought of last Tuesday (05/17/16) he said to me he would be back to LIBI Flushing campus around 6:00 p.m.. I think he should have arranged the filling of schedule gaps, not only because he was possibly not be able to fulfill the job tasks for whatever reason, but also because the whole department has been long time in short of staff.

On Wednesday (05/18/16) I came back from dinner exactly 06:30 p.m. and found my keys missing. A couple of students witnessed Jhonatan was talking with Marcellus around 06:15 p.m. nearby the room M308. Therefore, it was not true that Jhonatan said he opened the door of M308 on 06:35 p.m. In addition, when I came back to my room M401 exactly 06:30 p.m., M405 actually was orderly in class. If Jhonatan returned to room M401 after he opened the room M308 on 06:35 p.m., he was supposed to put keys back on my desk. In the matter of fact, I did not see him at that time when I was back on 06:30 p.m.

If it comes to an issue of student financial aid, why didn't Jhonatan ask Joe to open the room of M308 directly since Joe was in office and Jhonatan saw him on campus at that moment? It is common practice at LIBI that IT guys are always holding all the keys to computer rooms. By the way, room M405 was previously taken as computer classroom, to which Mr. Torres also has the access.

Please let me know if you have any other questions.

Huan Yu

----- Original Message -----

From:
"aventurino" <aventurino@libi.edu>

To:
"Hazel" <hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>, <sjohnson@libi.edu>, <wdantiva@libi.edu>

Sent:

Mon, 23 May 2016 10:20:28 -0400

Subject:

Fwd: Wednesday 18

Dear Hazel,

Please see the below email. On Tuesday, May 17th I sent you an email which you acknowledged stating that we will have no evening maintenance and that William and yourself will have to assume their responsibilities. Can you explain why the classrooms were not opened for the evening sessions? Please understand that if students are short contact hours it can affect their financial aid. This puts academics in a dilemma since students missed 30 minutes of classes. Please advise.

Thank you,

Anna Venturino

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: Jhonatan Aybar <jaybar@libi.edu>

Date: 5/23/16 9:52 AM (GMT-05:00)

To: aventurino@libi.edu

Cc: Stacey Johnson <sjohnson@libi.edu>

Subject: Wednesday 18

Dear Anna,

On Wednesday, May 18, while I was covering the front desk, Professor Marcellus called to inform us that room M308 was locked. He said that he searched around the campus to find someone to open the room, but he was not successful. I proceeded to call Hazel Yu, but she did not answer. Therefore, I went to look for her in her office, but she was not there, neither in the nearby areas. As a result, I opened her office and took the master keys and went to open room M308 around 6:35 pm – please have in consideration that that class session starts at 6:10 pm. Also, when I returned to Hazel office, I saw a group of students outside of room M405 (also locked) so I proceeded to open it.

Furthermore, I gave the keys to Joe Torres so he could go around and see what other classrooms needed to be opened. These type of inconveniences affect directly the student learning outcome. Please address this situation.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:14 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: RE: Waiver in Chinese

----- Original Message -----

From:
hyu@libi.edu

To:
hazelyu0825@hotmail.com
Sent:
Fri, 22 Jan 2016 11:50:25 -0500
Subject:
Fwd: RE: Waiver in Chinese

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>
Sent:
Mon, 17 Aug 2015 14:28:58 -0400
Subject:
RE: Waiver in Chinese

Dear Hazel,

Thank you very much for following up with this matter. As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so. If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Monday, August 17, 2015 11:33 AM
To: Joanne Hsiao
Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese. Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:14 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: RE: Waiver of Health Coverage

----- Original Message -----

From:
hyu@libi.edu

To:
hazelyu0825@hotmail.com
Sent:
Fri, 22 Jan 2016 11:50:01 -0500
Subject:
Fwd: RE: Waiver of Health Coverage

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>, wdantiva@libi.edu
Sent:
Fri, 21 Aug 2015 14:26:52 -0400
Subject:
RE: Waiver of Health Coverage

Dear Hazel,

Please allow me to remind you that as a supervisor for the maintenance staff one of your duties is to serve as a liaison between the maintenance department and the administration of the College. Unfortunately, because of a language barrier some communications seems to be misunderstood and your incapacity to convey sensitive information about this matter to your staff have misled this process. As I mentioned in the previous email, (please see below) I stated the following: ***“as a reminder, all employees that work 30 hours or more are eligible for insurance and must be enrolled in our coverage, unless they decide not to do so”.*** Simply said, it means they need to enroll in our insurance coverage, unless they decide not to enroll.

Joanne Hsiao, Fiscal Manager / Human Resources Director, verbally, requested you at the beginning of the year to communicate with the maintenance staff to follow up with this matter. As we were reviewing our employees that qualify for insurance

and have yet to sign-up or opt out of our insurance coverage, we approached you last week to remind you of this task and follow up with the maintenance employees about this matter. Therefore, your responsibility to make sure they understand this policy was crucial since they do not understand English clearly, and you have been serving as an interpreter. It is of paramount importance that supervisors that deal with employees whose primary language is not English, convey information clearly and precisely – which is a task you have obviously failed, without even showing interest of providing possible solutions or seeking clarification. These types of actions from our front-line supervisors compromise the mission of the College and the administration will not tolerate such behaviors. Consequently, we expect a compromise from you with the institution and we hope you can serve as an outstanding liaison between your department and the administration in the pending matters and the ones to come.

A meeting should be arranged with your department in one-by-one case, so you can reiterate our original position regarding health insurance coverage and ask them if they want to enroll. The Fiscal Manager/ Human Resources Director must be present when you see your employees one-by-one to speak about this matter.

Please speak to me as soon as possible.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

"Don't stop believing"

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Wednesday, August 19, 2015 2:19 PM
To: jhsiao@libi.edu
Cc: jaybar@libi.edu
Subject: Waiver of Health Coverage

Dear Joanne,

I asked the maintenance people to return this form. Nobody gave it back to me. They said that school didn't offer them the health insurance, then they bought Obama Care. They never refuse school's health insurance.

Thanks.

Huan Yu

----- Original Message -----

From:

"Jhonatan Aybar" <jaybar@libi.edu>

To:

hyu@libi.edu

Cc:

"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>

Sent:

Mon, 17 Aug 2015 14:28:58 -0400

Subject:

RE: Waiver in Chinese

Dear Hazel,

Thank you very much for following up with this matter. **As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so.** If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

Sincerely yours,

Jhonatan Aybar

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]
Sent: Monday, August 17, 2015 11:33 AM
To: Joanne Hsiao
Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese. Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:15 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: FW: Roaches and roaches and roaches

----- Original Message -----

From:
hyu@libi.edu

To:
hazelyu0825@hotmail.com
Sent:
Fri, 22 Jan 2016 11:48:54 -0500
Subject:
Fwd: FW: Roaches and roaches and roaches

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
"William Dantiva" <wdantiva@libi.edu>, hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>
Sent:
Thu, 24 Sep 2015 13:38:06 -0400
Subject:
FW: Roaches and roaches and roaches

Dear Facility Dept.,

The problem with the roaches seems to have escalated to a upper level of decontrol. The facility management has demonstrated to be incapable of sustaining a welcoming environment in the premises of the College -- floors are dirty, bathrooms are not hygienic, classrooms are not in good conditions for teaching, offices are filthy, and like it was not enough now we have to deal with a plague of roaches because garbage was not handled properly by our maintenance staff.

The level of negligence and careless of your staff is unbearable - and it is affecting every aspect of the operations of the College. Therefore, as supervisors of the maintenance staff you have the responsibility of addressing this behavior through progressive discipline. However, I have taken the liberty of proceeding to address this issue directly and I am making you accountable for delivering this communication to the maintenance staff due to the lack of communication because of language barriers that exist between the janitors and the executive staff.

Consequently, Hazel, I need you to translate a message for the non-English speaking janitors of this progressive discipline action. I have written-up the entire maintenance staff for the following:

(note: Pictures and emails have been recorded to support my statements)

- 1- Insanitation and inappropriate handling of garbage in the premises of the College at Annex Building, which negligence has resulted in a development of a plague of roaches.
- 2- Lack of hygiene in Annex building bathrooms.

3- Classrooms are in deplorable conditions: floors are dirty, garbage are all over the place.

4- Offices are filthy: we have received complaints from different departments.

I am very confident that you will communicated this effectively to the maintenance staff. This has been recorded in their files.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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-----Original Message-----

From: William Dantiva [<mailto:wdantiva@libi.edu>]

Sent: Thursday, September 24, 2015 11:49 AM

To: fleone@libi.edu; jaybar@libi.edu; mfoote@libi.edu

Subject: RE: Roaches and roaches and roaches

Good Morning Mr. Frank,

We all know the problem in the Annex Building with the roaches Pest Control came for the second time last Friday and they sprayed the entire floor. We are working very hard to exterminate them for completely from our building. I ask you please have a little patience I really understand that roaches are very unpleasant for many people personally I hate them so much at this point we are doing the best we just have to wait and believe me I do not like to wait but in this case I don't have any other option, also I want you to know as a note from the Pest Control guys who came on Friday they let me know and they want me to understand very clear that roaches are not easy to kill!!!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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-----Original Message-----

From: fleone@libi.edu [<mailto:fleone@libi.edu>]

Sent: Thursday, September 24, 2015 8:44 AM

To: jaybar@libi.edu; wdantiva@libi.edu; mfoote@libi.edu

Subject: Roaches and roaches and roaches

I kill roaches every morning.

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:15 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: HR166 Discipline - Disciplinary Notice
Attachments: HR166 Discipline - Disciplinary Notice.docx

----- Original Message -----

From:
hyu@libi.edu

To:
hazelyu0825@hotmail.com
Sent:
Fri, 22 Jan 2016 11:48:06 -0500
Subject:
Fwd: HR166 Discipline - Disciplinary Notice

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu, "William Dantiva" <wdantiva@libi.edu>
Cc:
"Monica Foote" <mfoote@libi.edu>, echeung@libi.edu
Sent:
Tue, 6 Oct 2015 14:08:22 -0400
Subject:
HR166 Discipline - Disciplinary Notice

Dear Hazel,

As per our conversation, you are proceeding to write-up the people responsible for cleaning the offices of the 5th floor. We have received complaints of staff about having roaches/buds in their workstations. Also, I have seen residues of foods (piece of a cookie) under my desk for the last 3 weeks. Please correct this behavior and make sure the clean properly the premises. This continuous negligence by the maintenance staff is escalating to a point that is damaging the College image and affecting our operations to unmeasurable extends.

We have also been receiving complaints about roaches in the Annex building. We need to address the maintenance staff in the Annex building as well. Please once you finish with this case, let's write up those responsible for Annex building cleanliness.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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**LONG ISLAND
BUSINESS INSTITUTE**

Form: HR166 ☒ Flushing ☐ Manhattan ☐ Commack

Disciplinary Notice

cc: Personnel Folder

Discipline: Disciplinary Notice

Employee:

Department:

Steps:

☒ Informal Warning

☐ Formal Warning

☐ Final Warning

☐ Dismissal

1. Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance.)

2. Prior discussion or warnings on this subject: (oral, written, dates.)

3. Statement of company policy on this subject:

4. Summary of corrective action to be taken: (Include dates for improvement and plans for follow-up.)

5. Consequences of failure to improve performance or corrective behavior:

6. Employee comments:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Distribution: One copy to Employee, one copy to Supervisor and original copy to Personnel File.

From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:16 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Waiver of Health Coverage

----- Original Message -----

From:
hyu@libi.edu

To:
jhsiao@libi.edu
Cc:
jaybar@libi.edu
Sent:
Wed, 19 Aug 2015 14:18:51 -0400
Subject:
Waiver of Health Coverage

Dear Joanne,

I asked the maintenance people to return this form. Nobody gave it back to me. They said that school didn't offer them the health insurance, then they bought Obama Care. They never refuse school's health insurance.

Thanks.

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Cc:
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Sent:
Mon, 17 Aug 2015 14:28:58 -0400
Subject:
RE: Waiver in Chinese

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Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

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To:

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Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

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Other than the 6 copies I just sent to you, you may print it out for
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Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:17 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: confirming your appointment with the attorney tomorrow at 1pm

----- Original Message -----

From:
hyu@libi.edu

To:
"Monica Foote" <mfoote@libi.edu>
Sent:
Thu, 28 May 2015 16:00:43 -0400
Subject:
Re: confirming your appointment with the attorney tomorrow at 1pm
I have got it. Thank you very much.

----- Original Message -----

From:
"Monica Foote" <mfoote@libi.edu>

To:
<hyu@libi.edu>
Cc:

Sent:
Thu, 28 May 2015 15:53:52 -0400
Subject:
confirming your appointment with the attorney tomorrow at 1pm

David N. Saponara
Kudman Trachten Aloe LLP
Empire State Building
350 Fifth Avenue, Suite 4400
New York, New York 10118
T: 212.868.1010 | F: 212.868.0013

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:19 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: MR. Hou

----- Original Message -----

From:
hyu@libi.edu

To:
"William Dantiva" <wdantiva@libi.edu>
Sent:
Fri, 02 Jan 2015 19:01:10 -0500
Subject:
Re: MR. Hou

Yes, I received. I put it on your desk.

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"hyu@libi.edu" <hyu@libi.edu>
Cc:

Sent:
Wed, 31 Dec 2014 09:24:32 -0500
Subject:
Re: MR. Hou

Hi Hazel,

Did you received an envelope for me from nationwide?

Sent from my iPhone.

Thanks & Best Regards
William Dantiva.

On Dec 30, 2014, at 7:55 AM, hyu@libi.edu wrote:

Everything is good. Don't worry.

Happy Holiday!

Hazel

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"hyu@libi.edu" <hyu@libi.edu>
Cc:

Sent:
Mon, 29 Dec 2014 14:43:14 -0500
Subject:
Re: MR. Hou

Ok good.

How is everything in the School?

Sent from my iPhone.

Thanks & Best Regards
William Dantiva.

On Dec 29, 2014, at 9:35 AM, hyu@libi.edu wrote:

Hi William,

i removed his time card already.

Hazel

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:19 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Job description
Attachments: Job Description.docx

----- Original Message -----

From:
hyu@libi.edu

To:
jhsiao@libi.edu
Sent:
Sun, 21 Dec 2014 22:38:47 -0500
Subject:
Job description

Hi Joanne,

Attached is my job description.

Thanks.

Huan Yu

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Employee Name: Huan Yu

Job Descriptions:

A. General Management:

1. Making staff schedules including holiday and vacation day adjustment.
2. Staff payroll hours reporting and records keeping.
3. Staff sick day and vacation day hours reporting and records keeping.
4. Staffing and supervising.

B. Supplies Management:

5. Handling departmental requisition and distributions.
6. Supplies orders and procurement.
7. Supplies inventory management.
8. Maintenance supplies management.

C. MINI Market Management:

9. Day-to-Day operational management.
10. Checking out cash and reporting to William.
11. Generating sales report.
12. Inventory management. Physically taking inventory and generating inventory report.
13. Inventory purchases.

D. ID Card:

14. Students ID card making and duplicating if need.
15. Staff ID card making and duplicating if need.
16. Faculty ID card making and duplicating if need.

E. Events Coordination:

17. Setting up the location. Coordinating the moving of desks, chairs, and tables.
18. Restoring classroom and post-events cleaning.

F. Mails and packages:

19. Stamp machine operations and management.
20. College out-going mails and packages stamping and sending.
21. College in-coming mails and packages distribution.

G. Printing Services:

- 22. Printing letters, forms, hand-outs, reports, flyers, etc.
- 23. Stapling and outgivings of the above print-outs.
- 24. Printing machine maintenance and management.

H. Air Condition:

- 25. Day-to-day monitoring the air-conditioning system making sure the system is functioning properly.
- 26. Coordinating repairs and system maintenance with the service provider (NBT).

I. Newspaper:

- 27. Purchasing newspaper daily.
- 28. Making bi-weekly payments for the purchases of English newspaper.
- 29. Making bi-monthly payments to the World Journal.

J. Time-Clock Maintenance:

- 30. Time-clocks hour adjustment.
- 31. Time-clock ribbon replacement.
- 32. Employee time-cards collection and placement.

K. Others

- 33. Other job tasks from the College management and immediate supervisor.

From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:21 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: Mouse
Attachments: embeddedtext1.txt

----- Original Message -----

From:
ctchang@libi.edu

To:
hyu@libi.edu
Sent:
Wed, 24 Nov 2010 12:09:02 -0500
Subject:
Fwd: Mouse

Good Evening, Sabina just notified me that she just saw a mouse in the faculty room.

Stacey S. Johnson

Chief Academic and Student Services Officer

Long Island Business Institute

136-17 39th Avenue 4th Floor

Flushing, NY 11354

(347) 368-1193 ext. 103

(718) 939-5100

(718) 939-9235 (fax)

Sjohnson@libi.edu

The mission of LIBI is to:

- Provide college-level occupational studies to prepare students for entry-level

employment in the fields of court reporting, accounting, business management, office technology, medical office and homeland security and security management.

- Help each student achieve his or her highest potential.
- Provide the educational and cultural foundation for lifelong learning and career advancement in a constantly changing economy.

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:21 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Fwd: Health Insurance Marketplace
Attachments: Health Insurance Marketplace.pdf

----- Original Message -----

From:
ctchang@libi.edu

To:
hyu@libi.edu
Sent:
Sat, 14 Sep 2013 12:13:38 -0400
Subject:
Fwd: Health Insurance Marketplace

----- Original Message -----

From:
"Joanne Hsiao" <jhsiao@libi.edu>

To:
fl-staff@libi.edu, fl-adjunct@libi.edu, fl-fulltime@libi.edu, cm-staff@libi.edu, cm-adjunct@libi.edu, cm-fulltime@libi.edu
Cc:
mfoote@libi.edu
Sent:
Mon, 9 Sep 2013 12:38:01 -0400
Subject:
Health Insurance Marketplace

Dear LIBI community:

Regarding the Health Care Reform Act , the U.S Department of Labor has recently posed information about Health Insurance Marketplace. Please see the attachment of the notice.

Should you have any questions please visit <https://www.healthcare.gov> or contact me at 718-939-5100 ext. 118 for more information.

Best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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THE MISSION OF LIBI IS TO:

- Provide college-level occupational studies to prepare students for entry-level employment in the court reporting field, and additionally, at the Flushing Campus for entry-level employment in accounting, business management, office technology, and medical office.
- Help each student achieve his or her highest potential.
- Provide the educational and cultural foundation for lifelong learning and career advancement in a constantly changing economy.

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New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 11-30-2013)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact [Oxford Health 888-201-3080](tel:888-201-3080).

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Long Island Business Institute		4. Employer Identification Number (EIN) 11-2165549	
5. Employer address 136-18 39th Ave. 5F		6. Employer phone number 718-939-5100 Ext. 118	
7. City Flushing	8. State NY	9. ZIP code 11354	
10. Who can we contact about employee health coverage at this job? Joanne Hsiao, Fiscal Manager			
11. Phone number (if different from above)		12. Email address jhsiao@libi.edu	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
 - ☐ All employees.
 - ☒ Some employees. Eligible employees are:
Full-time employees
- With respect to dependents:
 - ☒ We do offer coverage. Eligible dependents are:
Spouse, children
 - ☐ We do not offer coverage.
- ☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
- ** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:24 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: New Facility Manager Mr. William Dantiva

----- Original Message -----

From:
"Joanne Hsiao" <jhsiao@libi.edu>

To:
cm-fulltime@libi.edu, cm-adjunct@libi.edu, cm-staff@libi.edu, fl-fulltime@libi.edu, fl-adjunct@libi.edu, fl-staff@libi.edu
Cc:
llee@pbcny.edu
Sent:
Mon, 8 Sep 2014 12:48:00 -0400
Subject:
New Facility Manager Mr. William Dantiva

Dear LIBI Community:

It is my pleasure to announce that Mr. William Dantiva has assumed the position of Facility Manager at LIBI and will be in charge of the supply/ID room.

Please join me in welcoming our new team member!

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:25 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: Re: About Mr.Hou

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"hyu@libi.edu" <hyu@libi.edu>
Sent:
Mon, 29 Dec 2014 09:22:01 -0500
Subject:
Re: About Mr.Hou
Hi Hazel,

Tell him what we spoke before.. And tell him i am not in the country right now, when i go back i will give him the letter also please remove his time card from the box.

Sent from my iPhone.

Thanks & Best Regards
William Dantiva.

On Dec 29, 2014, at 8:31 AM, hyu@libi.edu wrote:

Dear William,

According to your arrangement, I noticed Mr. Hou don't come to work after Dec.29th, 2014. This morning, Mr.Hou still came to school and punched in. He said he wants you to tell him not to come to work, because you are his boss. In addition, he wants a laid off letter

Happy new year!

Hazel Yu

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:30 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: MAINTENANCE CHECKLIST

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
hyu@libi.edu
Sent:
Mon, 6 Jul 2015 11:44:57 -0400
Subject:
MAINTENANCE CHECKLIST

Hi Hazel,

Please make sure all class room have today in the doors as we discussed the other day the new maintenance list, we need to get started tomorrow. Also please let everyone know that they must complete the list every day after finishing each classroom. Thank You!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

Mission:

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:31 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Waiver of Health Coverage

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu
Cc:
"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>, wdantiva@libi.edu
Sent:
Fri, 21 Aug 2015 14:26:52 -0400
Subject:
RE: Waiver of Health Coverage

Dear Hazel,

Please allow me to remind you that as a supervisor for the maintenance staff one of your duties is to serve as a liaison between the maintenance department and the administration of the College. Unfortunately, because of a language barrier some communications seems to be misunderstood and your incapacity to convey sensitive information about this matter to your staff have misled this process. As I mentioned in the previous email, (please see below) I stated the following: ***"as a reminder, all employees that work 30 hours or more are eligible for insurance and must be enrolled in our coverage, unless they decide not to do so"***. Simply said, it means they need to enroll in our insurance coverage, unless they decide not to enroll.

Joanne Hsiao, Fiscal Manager / Human Resources Director, verbally, requested you at the beginning of the year to communicate with the maintenance staff to follow up with this matter. As we were reviewing our employees that qualify for insurance and have yet to sign-up or opt out of our insurance coverage, we approached you last week to remind you of this task and follow up with the maintenance employees about this matter. Therefore, your responsibility to make sure they understand this policy was crucial since they do not understand English clearly, and you have been serving as an interpreter. It is of paramount importance that supervisors that deal with employees whose primary language is not English, convey information clearly and precisely – which is a task you have obviously failed, without even showing interest of providing possible solutions or seeking clarification. These types of actions from our front-line supervisors compromise the mission of the College and the administration will not tolerate such behaviors. Consequently, we expect a compromise from you with the institution and we hope you can serve as an outstanding liaison between your department and the administration in the pending matters and the ones to come.

A meeting should be arranged with your department in one-by-one case, so you can reiterate our original position regarding health insurance coverage and ask them if they want to enroll. The Fiscal Manager/ Human Resources Director must be present when you see your employees one-by-one to speak about this matter.

Please speak to me as soon as possible.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

"Don't stop believing"

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Wednesday, August 19, 2015 2:19 PM
To: jhsiao@libi.edu

Cc: jaybar@libi.edu

Subject: Waiver of Health Coverage

Dear Joanne,

I asked the maintenance people to return this form. Nobody gave it back to me. They said that school didn't offer them the health insurance, then they bought Obama Care. They never refuse school's health insurance.

Thanks.

Huan Yu

----- Original Message -----

From:

"Jhonatan Aybar" <jaybar@libi.edu>

To:

hyu@libi.edu

Cc:

"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>

Sent:

Mon, 17 Aug 2015 14:28:58 -0400

Subject:

RE: Waiver in Chinese

Dear Hazel,

|

Thank you very much for following up with this matter. **As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so.** If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

Sincerely yours,

Jhonatan Aybar

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]
Sent: Monday, August 17, 2015 11:33 AM
To: Joanne Hsiao
Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

----- Original Message -----

From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese.
Other than the 6 copies I just sent to you, you may print it out for
future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:32 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Supplies Order

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
hyu@libi.edu
Sent:
Thu, 17 Sep 2015 15:43:29 -0400
Subject:
RE: Supplies Order

Hi Hazel,

I ordered everything ok maybe you would receive tomorrow.

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Thursday, September 17, 2015 12:22 PM
To: wdantiva@libi.edu
Subject: Supplies Order

Hi William,

We need order:

- 1.Time Clock Acroprint 150NR4 Ribbon: 1
- 2.Blue Paper: 10Reams
- 3.Standard Paper Clips: 3Packs
- 4.3"Binder: 12
- 5.1"Binder: 12

Thanks

Huan Yu

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:32 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Room A127
Attachments: image002.gif

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
"Adriana Arguelles" <AArguelles@libi.edu>, hyu@libi.edu
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>
Sent:
Tue, 15 Sep 2015 17:10:55 -0400
Subject:
RE: Room A127



Hi Adriana,

Ok noted.

Hi Hazel,

Please see below email for your reference and can you please help Adriana with her request for this event. Thank you!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Adriana Arguelles [mailto:AArguelles@libi.edu]
Sent: Tuesday, September 15, 2015 3:50 PM
To: William Dantiva
Cc: 'Jhonatan Aybar'
Subject: Room A127
Importance: High

Hello William,

We will have an event coming on Thursday September 17th and 18th in room A127. I'm asking for your help in leave the room empty tomorrow Wednesday, September 16th after 2:30 p.m. We will start to set up the room by 3:30 p.m. We just need the desk.

Thank you in advance for your assistance.

Best,

Adriana Arguelles

Librarian

Long Island Business Institute

E-mail:aarguelles@libi.edu

Tel. 718-9395100

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:34 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Waiver of Health Coverage

----- Original Message -----

From:
"Monica Foote" <mfoote@libi.edu>

To:
hyu@libi.edu, wdantiva@libi.edu
Cc:
"Jhonatan Aybar" <jaybar@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>
Sent:
Thu, 29 Oct 2015 18:46:09 -0400
Subject:
RE: Waiver of Health Coverage

Hazel and William,

Joanne and Jonathan have reported to me that they have not been given any enrollment forms for the maintenance workers; I know you understand that this is the law and it was your responsibility to let the individuals in question know that they need to sign these enrollment forms. Further, as per the e-mail message you received from Jonathan, you were responsible for scheduling one-on-one meetings for the maintenance staff with Ms. Hsiao. My understanding is that these meetings did not occur. I need to find out from you why those meetings did not take place as requested.

Please let me reiterate that you are the institution's liaison between the maintenance staff and the administration and we rely on you to follow through on these requests faithfully and promptly.

Thank you for your anticipated prompt response.

MWF

From: Jhonatan Aybar [mailto:jaybar@libi.edu]
Sent: Thursday, October 29, 2015 6:19 PM
To: Monica Foote
Subject: FW: Waiver of Health Coverage
Importance: High

From: Jhonatan Aybar [<mailto:jaybar@libi.edu>]
Sent: Friday, August 21, 2015 2:27 PM
To: 'hyu@libi.edu'
Cc: Monica Foote; Joanne Hsiao; 'wdantiva@libi.edu'
Subject: RE: Waiver of Health Coverage
Importance: High

Dear Hazel,

Please allow me to remind you that as a supervisor for the maintenance staff one of your duties is to serve as a liaison between the maintenance department and the administration of the College. Unfortunately, because of a language barrier some communications seems to be misunderstood and your incapacity to convey sensitive information about this matter to your staff have misled this process. As I mentioned in the previous email, (please see below) I stated the following: ***“as a reminder, all employees that work 30 hours or more are eligible for insurance and must be enrolled in our coverage, unless they decide not to do so”.*** Simply said, it means they need to enroll in our insurance coverage, unless they decide not to enroll.

Joanne Hsiao, Fiscal Manager / Human Resources Director, verbally, requested you at the beginning of the year to communicate with the maintenance staff to follow up with this matter. As we were reviewing our employees that qualify for insurance and have yet to sign-up or opt out of our insurance coverage, we approached you last week to remind you of this task and follow up with the maintenance employees about this matter. Therefore, your responsibility to make sure they understand this policy was crucial since they do not understand English clearly, and you have been serving as an interpreter. It is of paramount importance that supervisors that deal with employees whose primary language is not English, convey information clearly and precisely – which is a task you have obviously failed, without even showing interest of providing possible solutions or seeking clarification. These types of actions from our front-line supervisors compromise the mission of the College and the administration will not tolerate such behaviors. Consequently, we expect a compromise from you with the institution and we hope you can serve as an outstanding liaison between your department and the administration in the pending matters and the ones to come.

A meeting should be arranged with your department in one-by-one case, so you can reiterate our original position regarding health insurance coverage and ask them if they want to enroll. The Fiscal Manager/ Human Resources Director must be present when you see your employees one-by-one to speak about this matter.

Please speak to me as soon as possible.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]
Sent: Wednesday, August 19, 2015 2:19 PM
To: jhsiao@libi.edu
Cc: jaybar@libi.edu
Subject: Waiver of Health Coverage

Dear Joanne,

I asked the maintenance people to return this form. Nobody gave it back to me. They said that school didn't offer them the health insurance, then they bought Obama Care. They never refuse school's health insurance.

Thanks.

Huan Yu

----- Original Message -----

From:

"Jhonatan Aybar" <jaybar@libi.edu>

To:

hyu@libi.edu

Cc:

"Monica Foote" <mfoote@libi.edu>, "Joanne Hsiao" <jhsiao@libi.edu>

Sent:

Mon, 17 Aug 2015 14:28:58 -0400

Subject:

RE: Waiver in Chinese

Dear Hazel,

|

Thank you very much for following up with this matter. **As a reminder, all the employees that work 30 hours or more are eligible for insurance and must be enrolled in hour coverage, unless they decide not to do so.** If they decide not to enroll in our health care plan, please have them sign the waiver and also have them provide you with a copy of their current insurance plan.

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]
Sent: Monday, August 17, 2015 11:33 AM
To: Joanne Hsiao
Cc: Jhonatan Aybar
Subject: Re: Waiver in Chinese

Hi Joanne,

I handed out the form to everyone on last Friday and told them to return it ASAP.

Thank you!

Huan Yu

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From:

"Joanne Hsiao" <jhsiao@libi.edu>

To:

<hyu@libi.edu>

Cc:

"Jhonatan Aybar" <jaybar@libi.edu>

Sent:

Fri, 14 Aug 2015 13:02:43 -0400

Subject:

Waiver in Chinese

Hi Hazel:

Enclosed please find the waiver of health insurance in Chinese. Other than the 6 copies I just sent to you, you may print it out for future use.

Thank you and best regards,

Joanne Hsiao

Fiscal Manager

718-939-5100 Ext. 118

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:35 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: LIBI Organizational Chart
Attachments: LIBI Org Chart 2016.pdf

----- Original Message -----

From:
jaybar@libi.edu

To:
"fl-adjunct@libi.edu" <fl-adjunct@libi.edu>, "fl-fulltime@libi.edu" <fl-fulltime@libi.edu>, "fl-staff@libi.edu" <fl-staff@libi.edu>, "nycfaculty@libi.edu" <nycfaculty@libi.edu>, "nycstaff@libi.edu" <nycstaff@libi.edu>, "cm-adjunct@libi.edu" <cm-adjunct@libi.edu>, "cm-fulltime@libi.edu" <cm-fulltime@libi.edu>, "cm-staff@libi.edu" <cm-staff@libi.edu>

Cc:
"mfoote@libi.edu" <mfoote@libi.edu>, "Stacey Johnson" <sjohnson@libi.edu>, "aventurino@libi.edu" <aventurino@libi.edu>

Sent:
Sun, 21 Feb 2016 23:04:33 -0500

Subject:
LIBI Organizational Chart

Dear LIBI Community,

At the end of the last year, the President of the College addressed the community regarding the necessity of resizing the human resources due to low enrollment. This is a very difficult task for the administration, as we appreciate the contribution of each member of this community. However, a restructure of the organization was deemed, in order to preserve the well-being of the institution.

The new structure of the organization is almost complete, and we wanted to share with the community the last update. Please find enclosed the most recent organizational chart.

Sincerely yours,

Jhonatan Aybar

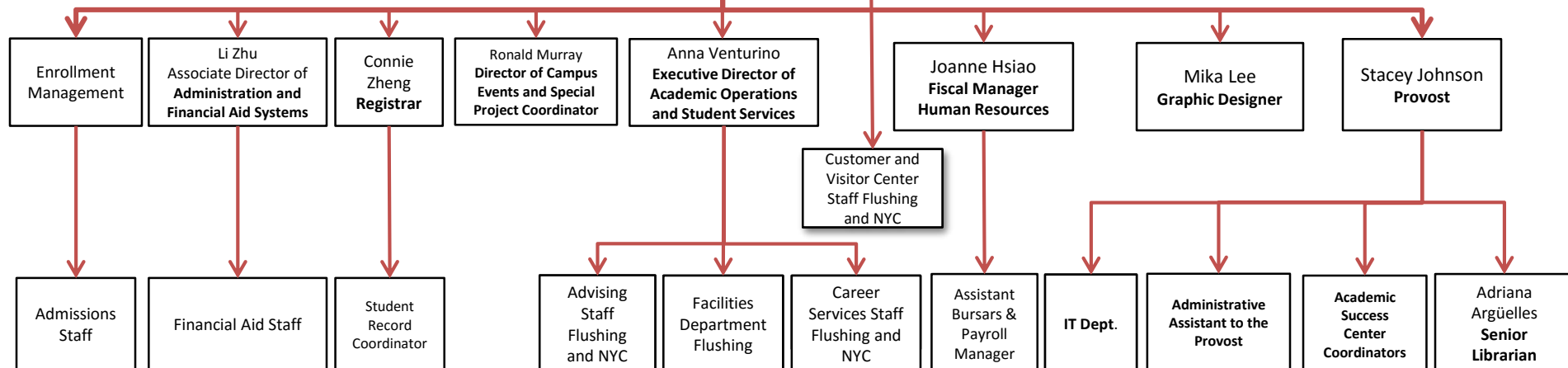
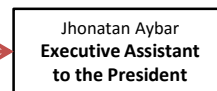
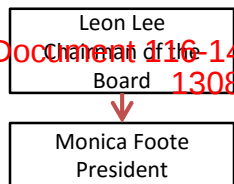
**Executive Assistant to the President
Long Island Business Institute**

Sent from Mail for Windows 10

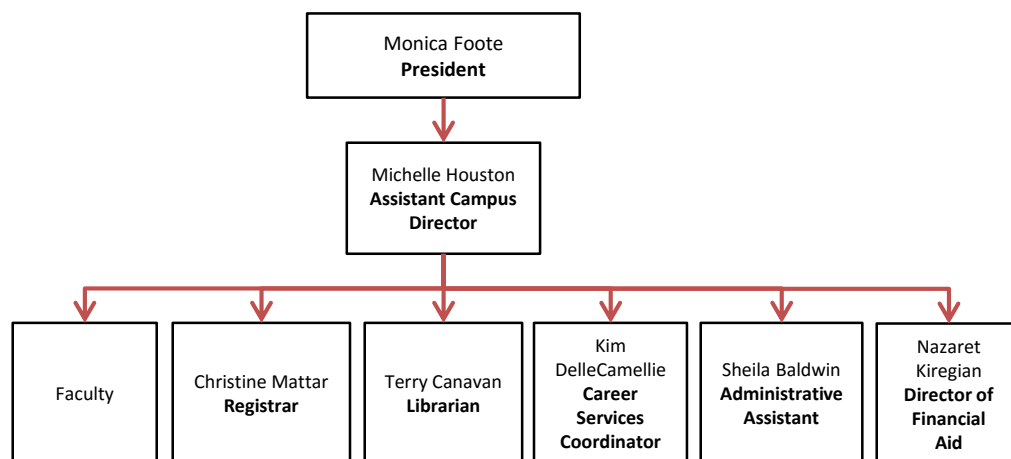
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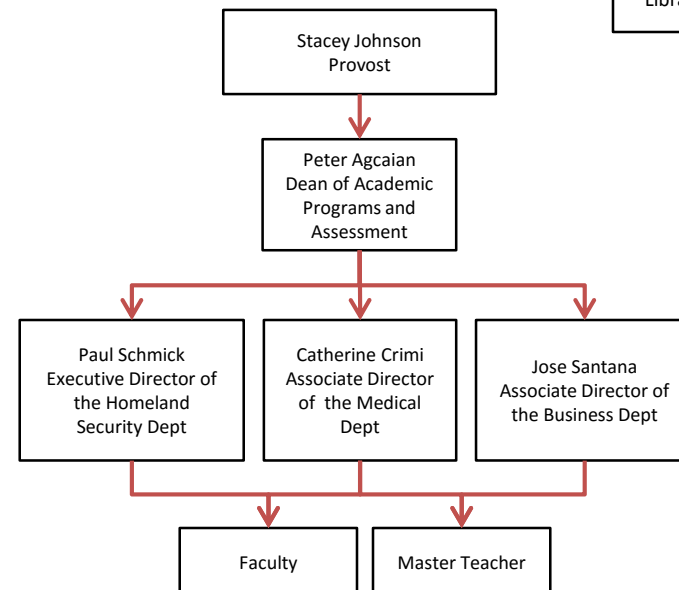
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COMMACK



ACADEMICS



From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:36 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: BASEMENT CARDBOARD

----- Original Message -----

From:
"William Dantiva" <wdantiva@libi.edu>

To:
hyu@libi.edu
Sent:
Wed, 30 Mar 2016 14:00:53 -0400
Subject:
BASEMENT CARDBOARD

Hi Hazel,

As we discuss before, please make sure that will pick up all the cardboard from the basement and put it in the trash today. Thank You!!!

William Dantiva.

Facility Manager.

Long Island Business Institute.

136-18 39th Ave. 5th FL.

Flushing, NY 11354

Phone: 718.939.5100 ext 119

Fax: 718.939.9235

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From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:38 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: inspection log
Attachments: Copy of Inspection Log.xlsx

----- Original Message -----

From:
"Anna Venturino" <aventurino@libi.edu>

To:
hyu@libi.edu
Cc:
jaybar@libi.edu
Sent:
Wed, 20 Apr 2016 12:16:43 -0400
Subject:
RE: inspection log

Dear Hazel,

I have reviewed you log from last week and added a comment section. I have attached the updated log. Please review.

Thank you,

Anna Venturino

Executive Director of Academic Operations and Student Services

Long Island Business Institute

136-18 39th Ave

Flushing, NY 11354

Tel: (718) 939-5100 ext126

e-mail: aventurino@libi.edu

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From: hyu@libi.edu [mailto:hyu@libi.edu]
Sent: Friday, April 15, 2016 7:41 PM
To: Anna Venturino
Subject: inspection log

Dear Anna,

Attachment is inspection log of this week. Please review it.

Have a good weekend!

Hazel Yu

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Date	Time	Inspection Location	Findings
4/8/2016	12:00pm	M Building 3rd FL	2 teacher's chairs stay on the hallway
	12:10pm	M Building 3rd FL	Check all chairs in student lounge, 7 Chairs are not solid
	12:30pm	M Building 5th FL	3 boxed of flyer put on the hallway
	3:00pm	A Building	Floor of both Restrooms were not clean.
	3:30pm	M406	two bulbs don't work
	6:30pm	A Building	some students' chairs are not solid
4/11/2016	12:00pm	M Building 3rd FL	In women's restroom, hand soap doesn't fit the soap dispense
	12:30pm	M Building 3rd FL&4FL	Locks of the women's restrooms doesn't work.
	3:30pm	A Building	
	7:30pm	Both two buildings	
4/12/2016	12:00pm	A Building 4h Fl	
	12:15pm	A Building	A121/A110/A123/A112/A127/A128/A12 9/A125/A115 lights don't work
	12:40pm	M Building 5th Fl	
	1:00pm	M Building 3rd FL	
	2:30pm	M Building 3rd FL	

	3:00pm	A Building	
	4:00pm	A Building	Water of urinals flows very slowly.
	7:30pm	Both two buildings	
4/13/2016	11:00am	M3rd and 4 FL	
	11:15am	A Building	
	11:50am	M 5th & 4 FL	
	1:00pm	A Building	Front desk in A building reported to me that a toilet bowl leaks water.
	2:00pm	M Building	
	4:15pm	A Building	
	4:30pm	M 3rd Fl	
	7:30pm	Both two buildings	Some toilet bowls lost screws.
4/14/2016	11:00am	M3rd	
	11:20am	4thFL	
	11:30am	A Building	
	1:00pm	M3rd	
	1:30pm	A Building	
	2:30pm	5th FL	

	3:00pm	A Building	
	4:00pm	M3rd & 4th FL	In M316, a box was put in the corner(after the teacher's chair).
	4:30pm	A Building	
	4:50pm	5th FL	
	7:30pm	Both two buildings	
4/15/2016	11:40am	A Building	
	12:15pm	M3rd FL	In M305, a extension cord is off the ground. It may cause trip or fall.
	12:30pm	M 4th FL	
	1:40pm	A Building	
	2:30pm	M 4th FL& 3rd FL	
	4:30pm	A Building	
	7:30pm	Both two buildings	

Communications	Solutions	Comments
	I moved them into classroom.	
4/8 sent email to William & Anna, wait for their decision	4/13 replaced these chairs	
talk to Candice	Candice said that we don't need do anything.	
	Ms. Guan cleaned.	
	Asked Mr. Zhou Replaced them	Where the bulbs replaced?
	Mr. Liu checked every chair on 4/9.	Where the chairs that were
4/12sent email to William		William stated he ordered :
4/11 sent email to William		Where the locks replaced?
Talk to Mr. Liu change bulbs on this Saturday		Where all bulbs changed?

4/12 sent email to William		I spoke to William and he w
	I fixed it.	Thank you Hazel
	replaced the chairs of student loung.	
4/14 sent email to William to buy screws.		William said he ordered the
	Clean Restroom. One Worker took day off.	
	Clean Restroom. One Worker took day off.	
	Clean Restroom. One Worker took day off.	
	Clean Restroom. One Worker took day off.	

[illegible]

[illegible]

is not solid replaced?

a hand soap dispenser..has it been delivered yet?

was going to have someone look at it

are screws..have they been delivered and replaced yet?

? If not please let me know and I will look

From: Hazel <hyu@libi.edu>
Sent: Tuesday, May 31, 2016 7:38 PM
To: hazelyu0825@hotmail.com
Subject: Fwd: RE: Inspection Log

----- Original Message -----

From:
"Jhonatan Aybar" <jaybar@libi.edu>

To:
hyu@libi.edu, "Anna Venturino" <aventurino@libi.edu>
Sent:
Mon, 25 Apr 2016 12:00:41 -0400
Subject:
RE: Inspection Log

Dear Anna and Hazel,

Please accept my apologies I did not get back to you before regarding this matter. Unfortunately, a few student conduct issues aroused last week that prevented me to help you with this issue.

Hazel, I would like to seat with you and go over details with this MS Access database. I honestly, do not want to rush it. Instead, I want to give you all the time you need for you to understand the software and to customize it based on the department needs. Are you available tomorrow around 11 am?

Anna, please give us two more days to arrange this database software.

Sincerely yours,

Jhonatan Aybar

Executive Assistant to the President

Long Island Business Institute

718-939-5100 X111

"Don't stop believing"

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From: Anna Venturino [mailto:aventurino@libi.edu]
Sent: Friday, April 22, 2016 8:09 PM
To: jaybar@libi.edu
Cc: hyu@libi.edu
Subject: FW: Inspection Log

Dear Jhonatan,

Please review Hazel's email below concerning her inventory software and the front desk records of used copy paper. Please let me know when we will be able to install this software.

Thank you,

Anna Venturino

Executive Director of Academic Operations and Student Services

Long Island Business Institute

136-18 39th Ave

Flushing, NY 11354

Tel: (718) 939-5100 ext126

e-mail: aventurino@libi.edu

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From: hyu@libi.edu [<mailto:hyu@libi.edu>]

Sent: Friday, April 22, 2016 7:36 PM

To: Anna Venturino

Subject: Inspection Log

Dear Anna,

The attachment is inspection log of this week. Please review it.

During our meeting on April 11th in Aybar's office, Aybar said:

1. Joe would install an inventory software in my computer on April 12th. After the software is installed, I can use this software to give you an inventory report every two weeks.

2. Every Friday, front desk of both buildings would give me a record that shows the quantity of copy paper each department took away.

On April 13th, when Joe changed my computer, he said he hadn't gotten this software. Till now, the inventory software hasn't been installed in my computer.

Last Friday and this Friday, I asked Mr. Linfeng Hu to give me copy paper record. He said nobody tells him to do this record.

Could you help me to resolve these two things? So I can give you an accurate and timely inventory report.

Thank you very much.

Hazel Yu

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